



STATE OF CALIFORNIA

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

915 CAPITOL MALL, ROOM 311

SACRAMENTO, CA 95814

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Laurie Weir

Executive Director

MEMBERS

Philip Angelides, Chairman
State Treasurer

Arnold Schwarzenegger
Governor

Steve Westly
State Controller

JOB OPPORTUNITY BULLETIN

Class:	Staff Services Manager I
Tenure:	Permanent
Time Base:	Full-Time
Salary:	\$4746 - \$5726

Under the direction of the Executive Director, the Staff Services Manager I serves as the operations manager for the California Debt Limit Allocation Committee. The position manages the Committee's daily operations and functions related to its mission of allocating California's annual State ceiling on tax-exempt private activity bonds. The incumbent is responsible for the careful monitoring of the use of the State ceiling, the review and approval of staff recommendations to the Executive Director and the Committee for Committee action, and technical assistance to users of the Committee's programs. The incumbent supervises, trains, assigns work and directs the day-to-day activities of the professional and technical staff.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Plan, organize and direct the professional staff in the detailed evaluation of applications requesting bond allocation for determination of compliance with federal and state laws and the Committee's Procedures implementing the allocation of the State ceiling.
- Make recommendations for Committee action regarding the award of tax-exempt bond allocations and other matters that may come before the Committee.
- Provide technical assistance to applicants and their representatives.
- Work with State and local government issuers of tax-exempt private activity bonds, State and local program administrators, for-profit and non-profit project developers, public and private lenders, bond counsels, underwriters, and financial consultants concerning their project evaluations.
- Coordinate the development and maintenance of complex databases to collect and analyze data on projects and programs funded with tax-exempt private activity bonds.
- Coordinate the preparation of the annual report to the Legislature on the Extra Credit Teacher Home Purchase Program.
- Carefully monitor the use of the annual State ceiling and report ceiling balances to the Executive Director on a routine basis.
- Supervise the preparation of Committee meetings, including agendas, content materials, planning calendars, briefings and reports.
- Advise the Executive Director of potentially sensitive or controversial issues. Oversee and direct staff in the office's daily operations. Review the work of the professional and technical staff. Conduct various administrative duties that are necessary for the daily operation of the Committee.

DESIRABLE QUALIFICATIONS:

- Familiarity with local, state and federal housing programs, economic development programs, pollution control programs, and/or student loan programs.
- Good management and supervisory skills.
- Ability to recognize sensitive issues and use tact and discretion when discussing and negotiating them.
- Strong writing, interpersonal and communication skills.
- Ability to handle multiple assignments and critical deadlines.
- Ability to develop and implement new programs.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as a Staff Services Manager I or are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e., list eligibility and score, SROA, surplus employee, reinstatement, etc.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "343-001-4800-001" next to the classification on your applications/resume, i.e., Staff Services Manager I (343-4800-001).

FINAL FILING DATE:

Applications will be accepted until **September 16, 2005**. Applications will be screened and only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
Calnet (916) 453-3100

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